

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOJ0068376
POSITION NO: 202205
POSITION TITLE: _____

DATE POSTED: 12/30/13
CLOSING DATE: 01/27/14

SENIOR ATTORNEY

DEPARTMENT NAME / WORKSITE: Office of the Attorney General (Human Services & Government Unit) / Window Rock, Az

WORK DAYS: <u>Mon - Fri</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>		GRADE/STEP: <u>Z70A</u>	
WORK HOURS: <u>8:00am - 5:00pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: <u>40+</u>	\$ <u>75,275.20</u>	PER ANNUM
	SEASONAL: <input type="checkbox"/>	Duration: _____	\$ <u>36.19</u>	PER HOUR
	TEMPORARY: <input type="checkbox"/>	_____		

DUTIES AND RESPONSIBILITIES:

Under general direction of Assistant Attorney General or the Attorney General, and Deputy Attorney General, provides legal direction to Navajo Nation Divisions, Departments, and local governmental units, regarding a wide range of legal issues, including statutory and regulatory grounds for local authority, contract disputes and procurement issues, and intergovernmental relations; performs professional legal work in counseling, research, trial and other legal work; present cases in courts; and performs related duties as required. Prepares and presents civil cases in tribal, municipal, state, and federal courts; confers with, gives advice to, and prepares opinions for various departments and branches of the Tribe; drafts legal and judicial processes; prepares interpretations of new legislation and judicial decisions; reviews contracts, mortgages, leases, permits and related documents prior to signature by Tribal officials; interviews witnesses, complainants, and other on a variety of legal matters; conducts legal research, prepares briefs, pleadings and other legal documents. Assist in routine operations of Department of Justice. Other duties as assigned.

QUALIFICATION REQUIREMENTS:

Education, Experience and Training:

A Juris Doctorate; and four (4) years professional experience as a state licensed attorney. Current membership in good standing in any state bar with the intention of seeking and securing admission to the Navajo Nation Bar Association and either the Arizona, New Mexico, or Utah State Bar within one (1) year of date of hire.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application).

SPECIAL REQUIREMENTS:

Membership in the Arizona, New Mexico, or Utah State Bar Association and Navajo Nation Bar Association and at least Four (4) years experience in drafting pleadings or other court documents and/or appearing in court. Two (2) year may be fulfilled through a judicial clerkship, with preference for a federal clerkship, whether district court or appellate level.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.